

**REQUEST FOR ISSUE / TRANSFER / TURN-IN**

1. (X one)

☐

ISSUE

☐

TRANSFER

☐

TURN-IN

2. DELIVERY DATE (YYYYMMDD)

3. TO:

a. LOCATION

b. CUSTODIAN CODE:

5. REQUEST NUMBER

6. DOCUMENT NUMBER

7. PRIORITY

4. FROM:

a. LOCATION

b. CUSTODIAN CODE:

8. ACCOUNTING AND FUNDING DATA

(1) ITEM NO.	(2) ASSET ID	(3) ITEM DESCRIPTION / NAME	(4) STOCK NUMBER	(5) SERIAL NUMBER	(6) MANUFACTURER	(7) MODEL	(8) UNIT OF ISSUE	(9) REQUESTED QUANTITY	(10) RECEIVED QUANTITY	(11) UNIT PRICE	(12) TOTAL COST
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

TOTAL:

TOTAL:

9. REQUEST BY:

a. SIGNATURE

b. DATE

10. DELIVERED BY:

a. SIGNATURE

b. DATE

11. RECEIVED BY:

a. SIGNATURE

b. DATE